



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 39-05

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: April 1, 2005

RE: School Health & Nutrition Programs – Preparing for School Year 2005

Applying to ADE for the 2005-2006 School Year

After June 1, 2005, you will be able to submit your online sponsor and site applications for the 2006 school year. The School Health & Nutrition Programs application rollover process on the CNP Web system is similar to last year. When you select 2006 from the dropdown box on the CNP Web Applications page, your previous site and sponsor application information will rollover and appear, allowing you to make any necessary changes and submit your new applications for 2005-2006. Each school year, sponsors are required to submit new online applications, not to be confused with the Food Service Agreement submitted every five years.

All sponsors were required to submit a new Food Service Agreement last year; **therefore you do not need to submit a new one at this time.** A copy of your State of Arizona, Department of Education, 17-page Food Service Agreement is on file in our office and is effective through school year 2009.

Due to continued growth in Arizona, a number of new schools have been built. If you need to add a **new public school** as a site in the CNP Web System, your school administration will need to contact ADE School Finance at (602) 542-5695. ADE School Finance will add the new site to the state accounting system. If you need to add a **new private school** to the system, please contact the NSLP Administrative Assistant at (602) 542-8725 for assistance.

Claiming Reimbursement for 2005-2006

Your sponsor and site applications must be approved prior to serving or claiming meals for the 2005 -2006 school year. Please allow up to five business days to receive approval on your submitted CNP Web online applications. The date of approval on your sponsor application is your official approval date for the program and ADE does not have the authority to backdate any approval dates. **You must file your last 2004 - 2005 claims by July 10, 2005.** You cannot combine June and July claims because the current federal fiscal year ends June 30, 2005. Reimbursement Rates for the 2005-2006 school year will be posted on our website after July 1, 2005.

Food Distribution

If you are planning to participate in the Food Distribution Commodities Program, you must select yes from the dropdown box in section #5 General Information in the Sponsor Application. You must also complete and fax the attached FD Site Information Sheet, to Teresa McCormack at (602) 542-1531. Once these two requirements have been completed, commodities can be allotted to your program.

Contracts and Agreements to Provide Food Service

If you are contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district, an addendum or renewal to your contract will be required prior to approval to the School Health & Nutrition Programs. After submitting your online applications, please review your Application Checklist, to ensure that you have submitted all of the required documents.

Security and the CNP Web System

Sponsors are responsible for keeping their CNP Web accounts confidential, accurate and up-to-date. Please contact the ADE Network Services at (602) 542-7378 to implement Common Logon additions or deletions of school personnel. ADE is concerned about sharing and miss-use of Common Logon accounts. **Consulting firms contracting with your school, including Food Service Management Company employees are not authorized users of the CNP Web System and should not be provided with user accounts or passwords.** Please be prudent with your security and the use of passwords. Review the ADE Acceptable Use Policy for CNP Web, on the ADE Common Logon page.

Direct Certification of Eligible Children

All NSLP Program sponsors are required to conduct a **district-wide match** to directly certify eligible children within the first 30 operating days of the current school year. Sponsors must use the Data Entry, Upload File or State Match method to fulfill this requirement. You are not required to verify case number applications through Case Number Search. **All case number applications must be taken at face value.** An updated Direct Certification guidance manual will be mailed to you in the near future.

Revised Administrative Review Appeal Procedures

The revised School Health & Nutrition Administrative Review Appeal Procedures are available under Section 5 of the Child Nutrition Guidance Manual on the School Health & Nutrition website: <http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/>

Certifying Eligible Children Based On Household Income

Distribution of income applications to the households must not occur before July 15th and no more than 30 days prior to the first day of school. Eligibility determinations must be based on current household income for the new school year; therefore applications should not be distributed at the end of the school year for parents to complete for the next year. Year-round schools should distribute applications on or after July 15th, so that eligibility determinations are based on the current income guidelines. Applications from the previous school year are only valid for the first thirty days of operation.

All required program forms for the 2005-2006 school year are available on our website at:

<http://www.ade.az.gov/health-safety/cnp/nslp>

If you revise any of ADE's template program forms, you must receive approval of the revisions from your assigned School Health & Nutrition Specialist prior to using the form.

Verification of Income Applications

There have been several changes to the verification process over the past year due to Reauthorization 2004. Verification results from this year, 2004-2005, will reflect the amount of applications to verify for school year 2005-2006. ADE will be providing sponsors with detailed information on the verification requirements.

Procurement Requirements for Charter Schools

School charters who were previously exempt from procurement rules must follow federal procurement guidelines as it relates to the National School Lunch Program. Charters procuring over \$100,000 from a single vendor in one year must utilize Request for Proposal (RFP) or Invitation for Bid (IFB). Charters procuring less than \$100,000 from a single vendor must receive quotes from at least 3 qualified sources.

HACCP Requirements for School Year 2005-2006

ADE has placed priority on providing all sponsors with training opportunities to learn about the new USDA requirement for implementing a HACCP Plan. Please review the enclosed flyer for the Phase 1 HACCP Training as it is highly recommended that all sponsors attend.

Training & Communication to the field

Training is always critical to success and growth in the School Health & Nutrition Programs. The School Health & Nutrition workshops have been formatted differently to meet the needs of our sponsors. Modules have been scheduled for each area related to the National School Lunch Program. You may sign up for all modules or just one specific to your training needs.

We have enclosed our new 2005-2006 Training Brochure for your review. You may register for any of our trainings online through our website: www.ade.az.gov/health-safety/cnp/nslp/NSLPseminars.asp.

We hope you will take the opportunity to enhance your careers by attending both program and professional development workshops throughout the year.

If you have questions or concerns regarding this memo, please contact your assigned School Health & Nutrition Program Specialist:

Nicholas Dunford (602) 542-8740 Patricia Johnson (602) 542-8782 Lynn Ladd (602) 364-0461
Kacey Frey (602) 542-8705 Crystal Kalahar (520) 628-6777 Mat McCarty (602) 542-4815
Traci Grgich (602) 364-1625 Katrina Klatt (602) 542-8711 Cara Peczkowski (602) 542-8703

